

Onboarding Checklist: Pre-Arrival

TASK	DONE
Welcome email, letter, or telephone call to employee after offer is accepted has been sent/made	<input type="checkbox"/> YES <input type="checkbox"/> NO
New employee has been encouraged to engage (insert relevant website(s) for your department) prior to starting	<input type="checkbox"/> YES <input type="checkbox"/> NO
New employee has been informed of his/her salary	<input type="checkbox"/> YES <input type="checkbox"/> NO
New employee has been offered a tour of the building prior to starting	<input type="checkbox"/> YES <input type="checkbox"/> NO
New employee has been informed of where s/he can park	<input type="checkbox"/> YES <input type="checkbox"/> NO
Paperwork which can be read/completed prior to starting employment has been sent *see below for specific documents for employees new to state service	<input type="checkbox"/> YES <input type="checkbox"/> NO
Order has been placed to set up the new employee's workstation	<input type="checkbox"/> YES <input type="checkbox"/> NO
Telephone and voicemail have been set up	<input type="checkbox"/> YES <input type="checkbox"/> NO
Security has been informed of new staff's arrival date; appt has been made for employee to obtain security badge	<input type="checkbox"/> YES <input type="checkbox"/> NO
Basic supplies have been ordered/provided for employee's workstation (i.e. paperclips, pens, stapler, etc.)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Reference materials have been compiled for the new employee (i.e. list of HR Resources and their functions, welcome letter from Deputy Director if not sent electronically or to the employee's home), staff directory/important contacts, organizational chart for the division, voice mail instruction, appropriate office policies, etc.)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Access rights have been set up for any secure databases or files	<input type="checkbox"/> YES <input type="checkbox"/> NO
A trainer has been selected for the new employee and his/her responsibilities have been clarified	<input type="checkbox"/> YES <input type="checkbox"/> NO

Training & Education Center

OFFICE OF PROFESSIONAL DEVELOPMENT

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Current staff have been informed of new staff's start date, background, etc.	<input type="checkbox"/> YES <input type="checkbox"/> NO
If new to state service, an appointment has been made with the new employee's HR Specialist to secure/sign required paperwork	<input type="checkbox"/> YES <input type="checkbox"/> NO
A meaningful project has been identified for the new employee to start within the first few days of start date	<input type="checkbox"/> YES <input type="checkbox"/> NO
A one-on-one meeting has been scheduled with the supervisor on the first day	<input type="checkbox"/> YES <input type="checkbox"/> NO
A duty statement is ready to be signed	<input type="checkbox"/> YES <input type="checkbox"/> NO

* FORMS: NEW TO STATE SERVICE	SENT
Incompatible Activities Procedure and Certification	<input type="checkbox"/> YES <input type="checkbox"/> NO
State Disability Questionnaire	<input type="checkbox"/> YES <input type="checkbox"/> NO
State Employees Benefits Quick Reference Guide	<input type="checkbox"/> YES <input type="checkbox"/> NO
I-9 Form, Employment Eligibility Verification	<input type="checkbox"/> YES <input type="checkbox"/> NO
Military Service Declaration	<input type="checkbox"/> YES <input type="checkbox"/> NO
Emergency Notification Form	<input type="checkbox"/> YES <input type="checkbox"/> NO
State Employee Race/Ethnicity Questionnaire	<input type="checkbox"/> YES <input type="checkbox"/> NO
Savings Plus Program Summary Plan Description	<input type="checkbox"/> YES <input type="checkbox"/> NO
FlexElect Program Overview	<input type="checkbox"/> YES <input type="checkbox"/> NO
Employee Action Request	<input type="checkbox"/> YES <input type="checkbox"/> NO
Designation of Person Authorized to Receive Warrants	<input type="checkbox"/> YES <input type="checkbox"/> NO
Alternate Retirement Program Overview	<input type="checkbox"/> YES <input type="checkbox"/> NO
Cobra Notification	<input type="checkbox"/> YES <input type="checkbox"/> NO

**Indicate where these forms can be found within your department electronically*